

Phoenix Program Process Definition – General Ledger

Process	<i>Inactivating an Account</i>
Process Number	<i>GL – 026</i>

Description of Process

Inactivate an existing account. Accounts are inactivated when they are no longer necessary, but you wish to retain the history of the account. You use your Account List to charge actual amounts to accounts during transaction line entry and the system records and maintains account balances accordingly. All business units will use one Account List, created at the STATE SetID level. Each account is designed to capture the nature of the transaction. PeopleSoft provides several options that provide an account with added functionality:

- Budget Override Accounts - These are exceptions to budgetary control rules and transactions; they will bypass budget checking, regardless of the spending authority limits. The State of Georgia is not using this functionality at this time.
- System Maintained Accounts – These accounts summarize a series of related detail accounts. For example, a single Petty Cash system maintained account could summarize several individual Petty Cash accounts. When activated, journal entries containing these accounts will be rejected during budget checking. System Maintained Accounts can be identified by the fact that they all end in “000.”
- Statistical Accounts – These are associated with a particular unit of measure and enable you to track quantitative information in your journal lines. The following statistical accounts have been set up in the State of Georgia system:
997001 Position Count
997002 Vehicle Count
997003 Client Count
- OpenItem Accounts – These accounts enable you to define and maintain sub-ledger detail until all transactions for an open item result in the account having a zero balance. This feature is particularly useful for tracking items such as employee advances. OpenItem accounts are not used at the State of Georgia at this time.

Input to Process

Account Change Request is written up, signed and approved. The account is then inactivated in PeopleSoft.

Output of Process

Inactivated account that is no longer accessible to any business units.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

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PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Account

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Business Process Description

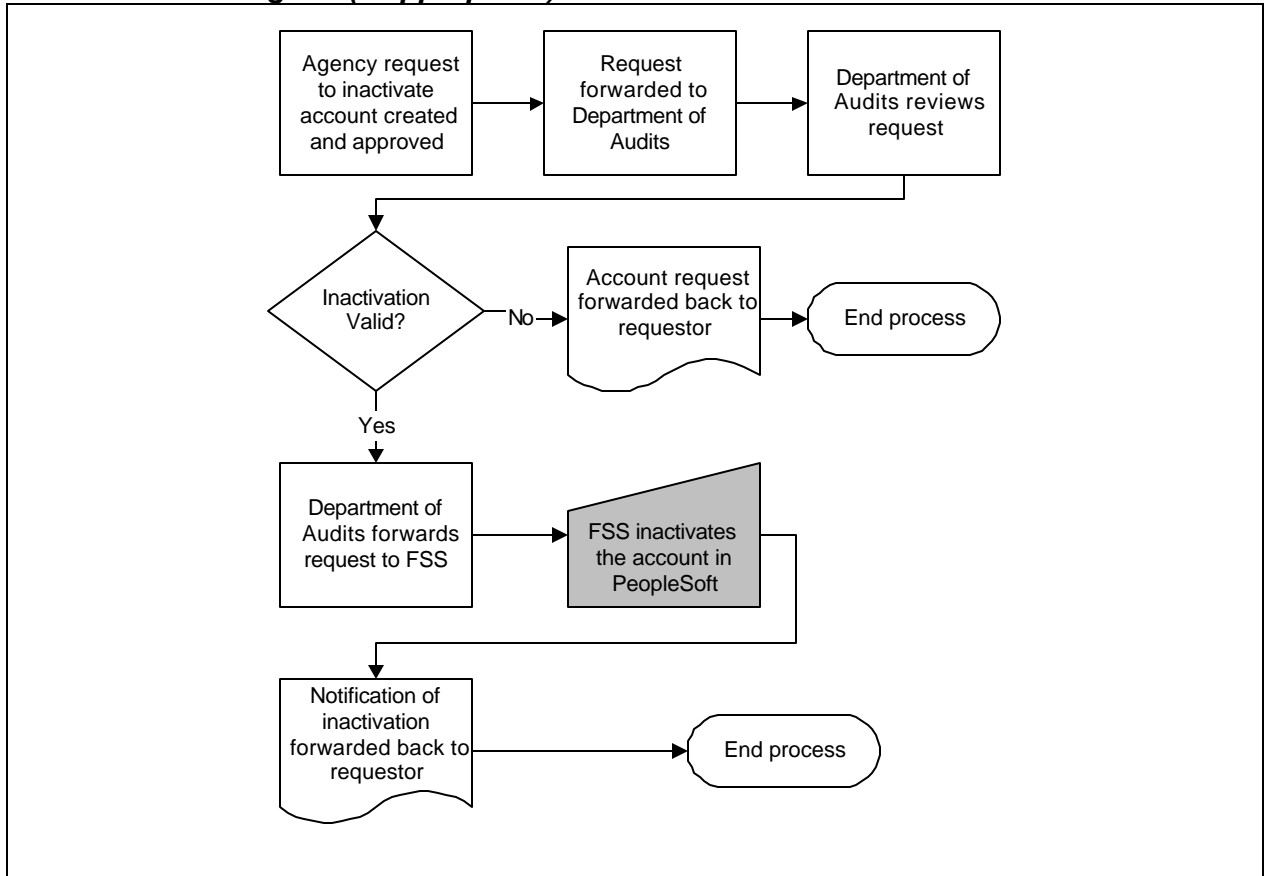
Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Complete the request form to inactivate an existing account</u></p> <p>Using the forms provided to you (see attached), submit your request to the Department of Audits. If valid, the request will be forwarded to FSS for input. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.</p>	Agency
<p><u>Step 2: Open the account you wish to inactivate</u></p> <p>Using Update/Display mode, enter the SetID and Account Code for the account you wish to inactivate. The SetID should be STATE, since all business units will share a common Account List.</p>	Centralized
<p><u>Step 3: Inactivate the account</u></p> <p>Insert a row using F7 in any effective dated field. This allows you to make <i>effective dated</i> changes and enables you to retain a history of the modifications made to the account. Any modifications will take effect as of the date specified.</p> <p>In the row you just inserted, enter the Effective Date and Status for your account. The Effective Date can be set to the current date or a future date and determines the date on which the change will go into effect. The Status refers to the availability of the account for use in journal processing. Using the drop down list provided, change the Status to "Inactive."</p>	Centralized
<p><u>Step 4: Save the account</u></p> <p>The account is now saved as "Inactive," and will no longer be accessible as of the effective date on which you changed the status. If you want to re-activate the account at a later point in time, follow steps 1- 3 above and change the status back to "Active."</p>	Centralized
<p><u>Step 5: Notify the requestor that the account has been inactivated</u></p> <p>Send notification to the requestor that the account has been inactivated and is no longer available for use. The following are acceptable forms of notification:</p> <ul style="list-style-type: none"> • E-mail • Facsimile • Interoffice Memorandum 	Centralized

Forms Used with Process (#)

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**Attach sample form(s) \\DOAS_COMMONS_01\\VOL1\\DATA\\COMMONS\\PDocs\\Financials\\GL-General Ledger\\Business Process Flows\\ChartField Maintenance\\Account\\Account Change Request.doc

Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested